

BRA/EDIC EMPLOYMENT OPPORTUNITY		PLEASE POST!!
TITLE: JOB DEVELOPER	JOB VACANCY POSTING NO.	73-01
	POSTING DATE:	10/4/01
EMPLOYMENT STATUS: EDIC Employee	EXTERNAL DATE:	10/18/01
	POSITION FILLED:	
DEPT/DIV: BOSTON CONNECTS, INC.	DATE:	
	NAME:	

SUMMARY: Under the direction of the Executive Director of Boston Connects, Inc, develop and maintain a referral network to match Empowerment Zone residents with job opportunities. Provide screening, assessment, placement and follow up services to referrals. Ensure job success of referrals, working collaboratively with BCI Case Managers. Assist in the marketing of programs to employers and the community

Proactively identify job placement opportunities and aggressively develop contacts for the placement of EZ residents in positions within the Empowerment Zone and in EZ development projects. Industry sectors include: office, retail, construction, health, education and industrial.

Assist in the marketing of Boston Connects, Inc and its recruitment and placement programs to potential employers.

Participate in a job referral network that includes public, private and community based posting of job openings and which provides feedback on the appropriateness of referrals and the success of referred candidates. Collaborate with the Career Centers, Job & Community Services and the Boston Private Industry Council, as well as with other job outlets, to connect EZ residents to career opportunities. Maintain a close working relationship with all community based recruitment sources and with employment and training programs.

Interview and screen clients collaborating closely with the BCI Case Managers and using Individual Service Plans. Assess client skills and perform job matching to appropriate employment opportunities.

Ensure that clients placed in positions, are referred to the appropriate agency and are provided with employment support services.

Monitor intake and placement in order to measure the success of BCI's program. Prepare and produce reports on applicant referrals and placements on a monthly, quarterly, or as-needed basis. Follow up with employees and employers and maintain a job placement system.

Represent Boston Connects, Inc. at meetings and participate in community outreach programs to make residents aware of BCI programs.

Manage special projects as assigned by the Executive Director of Boston Connects.

Perform other related duties as required.

QUALIFICATIONS: Requires a Bachelors degree in Social Work, Counseling or related field; a Masters degree is preferred. Requires at least four years of related experience in the Social Services field; including more than one year in job placement, employment and training. Requires demonstrated computer literacy/skills, including word processing, spreadsheets and database programs. Bilingual/Bicultural skills and/or experience with more than one culture or language preferred. Language proficiency in both English and in one of the languages of the Zone (including but not limited to Spanish, Haitian Creole, Cape Verdean Creole and Cantonese) would be a plus. Must be a good team player with strong inter-personal skills. Requires flexibility to work a schedule requiring some evenings and weekends.

GRADE: 17

HIRING RANGE: \$35, 710.07-\$ 42, 872.63

To apply: Submit resume/application to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

An Affirmative Action/Equal Opportunity Employer

Auxiliary aids and services are available upon request to individuals with disabilities.

APPLICANTS MUST BE RESIDENTS OF BOSTON ON DATE OF HIRE.